



JOB DESCRIPTION

Title: **DEPUTY DIRECTOR OF
FINANCE AND ADMINISTRATION**

Department: Finance and Administration

Class Code: 1910

FLSA Status: Exempt

Effective Date: July 1, 2000 (Rev 07/2005)

Grade Number: 23

GENERAL PURPOSE

Under broad supervision and direction from the Finance and Administration Director, assists in the administration and coordination of all activities in the Murray Finance and Administration Department.

EXAMPLES OF DUTIES

- *-- Acts as the Department Director in his or her absence.
- *-- Prepares the annual position allocation payroll budget.
- *-- Prepares Mayor's Tentative Budget and the City Council's Annual Budget for selected enterprise funds.
- *-- Supervises, hires, trains, evaluates and disciplines employees.
- *-- Plans, organizes and controls the operation of the Customer Service Department. Coordinates activities between meter readers, editors and collector.
- *-- Assigns personnel to the various operations and instructs them where necessary so they are trained to perform assigned duties in accordance with established methods and procedures.
- *-- Reviews collectors work; compiles data, makes recommendations, initiates letters, notices and reports necessary to the collection of delinquent accounts and reports to the Director of Administrative Services on their progress.
- *-- Aids in administration of department and division budgets.

- *-- Assists in developing policy recommendations for the Mayor and City Council
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Accounting, Finance, Business, Public Administration or closely related field and four (4) years of progressively responsible experience in accounting, customer service or finance, two of which must have been in a supervisory position, OR any equivalent combination of education and experience.

Special Requirements

- Must be bonded.

Necessary Knowledge, Skills and Abilities

- Working knowledge of the principles of accounting, finance and budgeting; working knowledge of research methods and statistical analogies; working knowledge of modern office methods, procedures and equipment.
- Skill in dealing with people; skill in management.
- Skill in making detailed, accurate mathematical calculations.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

TOOLS & EQUIPMENT USED

- Personal computer, central billing system terminal, 10-key calculator, phone, fax and copy machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.